

# ***CITY COUNCIL***

## ***Open Government, Rules & Intergovernmental Relations***

**Monday, December 3, 2012  
5:30 pm  
City Council Office**

The Open Government, Rules and Intergovernmental Relations Committee's responsibilities includes Permanent Rules of Council, City Charter, Administrative Code, Intergovernmental Relations, Act 47, Accuracy of Government Information and Communications, Efficiency and Effectiveness of Government Services.

**Committee Members:** Dennis Sterner (Chair), M. Donna Reed (Vice-Chair) and Stratton Marmarou

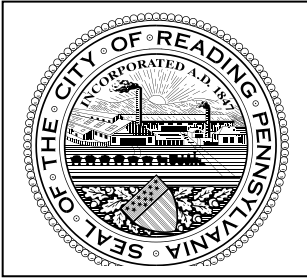
*Although Council committee meetings are open to the public, public comment is not permitted at Council Committee meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the Committee Chair.*

*All electronic recording devices must be located at the entry door in all meeting rooms and offices, as per Bill No. 7-2012*

- I. Update Welcome to Reading Guidebook – M. Katzenmoyer**
  - a. Cost of printing and sponsorships**
- II. Ethics Training & Review – C. Younger**
- III. Communications Policy – C. Snyder**
- IV. Citizens Advisory Board - Mission**  
**Review ordinance and consider amendments**
- V. Report on the formation of new Community Groups**

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## **Committee of the Whole – Executive Session Litigation Issue**



# CITY COUNCIL

## Open Government, Rules & Intergovernmental Relations Committee

**Tuesday, September 4, 2012  
Meeting Report**

**Attendance:** D. Reed, S. Marmarou, D. Sterner Chair

**Others Attending:** S. Katzenmoyer, C. Younger, L. Murin

The meeting was called to order at 5:03 pm by Mr. Sterner.

### **I. Update Welcome to Reading Guidebook**

Ms. Katzenmoyer stated that she has not begun the update as she has not received the word file from Community Development. She stated that once the file is received she will begin. Mr. Murin stated that Shelly should work directly with Ms. Snyder on this project.

Mr. Sterner questioned if sponsorships were found. Ms. Katzenmoyer stated that Ms. Snyder was working on this part of the project.

Ms. Reed suggested that if Ms. Snyder forwards the sponsorship rates to Council staff it would allow Councilors to assist in finding sponsors.

Mr. Sterner stated that Ms. Snyder indicated that if a Spanish version is completed that separate sponsors would be found.

Mr. Marmarou stated that many who speak Spanish cannot read Spanish. He stated that if this is true it may not be worth using the City's resources to accommodate Spanish speakers.

Mr. Sterner stated that many other entities translate items into Spanish. He requested further follow up at the next meeting. He noted his hope that this project be complete by the end of 2012.

Mr. Marmarou questioned how the guidebooks would be distributed. Ms. Katzenmoyer stated that it is unknown at this time.

Mr. Marmarou stated that he uses the guides to welcome new residents.

## **II. Ethics Training & Review**

Ms. Katzenmoyer stated that she will follow up with the Charter Board about training sessions for elected officials. She stated that one session is devoted to ethics and that the Board of Ethics assists. Ms. Reed requested that the Charter Board be reminded that the training session for the last batch of elected officials is incomplete due to weather.

Mr. Younger stated that his staff has been working on a summary which will include examples for staff. He stated that the Code of Ethics will be amended. Ms. Katzenmoyer provided brochures used by the Board of Ethics in past trainings which include examples. She explained that the Code of Ethics will be amended to include the City's "Pay to Play" regulations. No additional amendments are planned.

## **III. Communications Policy**

Ms. Katzenmoyer stated that Ms. Snyder is working on this issue and that she was unable to attend this evening. She stated that this will be discussed at the October meeting. Mr. Murin agreed.

## **IV. Citizens Advisory Board**

Ms. Katzenmoyer explained the model used by Birmingham, AL. She stated that this model uses the President of each of their neighborhood groups as representatives to the Citizens Advisory Board (CAB). She stated that the model is similar to Reading's in that there is representation from all areas of the City and that it is to be used as a communication tool between City officials and residents.

Mr. Sterner questioned why the CAB has had such difficulties. Mr. Murin stated that the CAB came into existence through the Act 47 citizens committee. He stated that this committee did not consider the structure of the CAB. He stated that the Mayor's Transition Team also discussed this issue but had no firm plan. He stated that many residents who would excel on this Board are precluded from doing so by the Charter restriction limiting residents to serving the City in only one capacity.

Mr. Sterner questioned if the entire Board needed to be disbanded and re-created. Ms. Reed expressed the belief that the Board needs to be re-assessed.

Mr. Murin expressed the belief that this Board has too many members. Ms. Katzenmoyer explained that the membership is high so that residents from all parts of Reading can participate. She also explained that the high number of members allows better communication of issues from the City to its residents.

Mr. Marmarou suggested that the Board not be disbanded but re-examined.

Mr. Murin stated that the CAB also had leadership issues. He stated that the CAB was given no rules or procedures. He stated that they had no direction and that basic decisions were not being made.

Mr. Sterner noted the need for the Committee to make recommendations about this board.

Ms. Reed stated that the CAB needs a firmer mission. Mr. Murin agreed with Ms. Reed and stated that the CAB is included in the Recovery Plan. He stated that many of the Recovery Plan's initiatives would benefit from citizen input. He expressed the belief that the CAB members were overwhelmed at the task at hand and could not focus. He recommended that the CAB be given a list of priorities that they should address.

Mr. Sterner recommended amending the CAB legislation and providing a list of priorities. Ms. Reed suggested that the list have joint agreement between Council and the Administration.

Mr. Younger explained that the legislation already contains a mission and purpose which states that the CAB shall advise the Mayor and Council on policies and plans on any community issues which the Mayor and Council deem citizen participation beneficial.

Mr. Sterner expressed the belief that the CAB should have been provided a list of items to review. Mr. Murin stated that the CAB was given the entire Recovery Plan and became

overwhelmed. Ms. Katzenmoyer explained that they began reviewing initiatives that the City had already completed as they were given little guidance.

Mr. Sterner stated that one of Mayor Spencer's initiatives is to strengthen community groups. Mr. Murin agreed but stated that the neighborhood groups are not strong enough at this point to use the Birmingham model. Ms. Katzenmoyer explained that the City's model is similar in that each Council district is represented by two representatives (the Council President may name two individuals from any City neighborhood) and the Mayor may name seven individuals from any City neighborhood.

Mr. Marmarou suggested a review of the CAB's mission and meeting minutes.

Mr. Sterner stated that the mission statement and structure will be reviewed at the October meeting. He suggested that members bring suggestions to that meeting.

Mr. Murin stated that the CAB also has some very serious personality conflicts.

Mr. Sterner questioned if staff attends meetings. Mr. Murin stated that both the Administration and Council have representation at the meetings.

Mr. Sterner noted the need to move this issue forward. He suggested that this topic be addressed at the October meeting.

Mr. Sterner questioned progress on community groups. Mr. Murin stated that the Administration is currently discussing ways that the City can support community groups financially or through sponsors. Ms. Reed warned against the same type of program attempted by Mayor McMahon with a full-time coordinator as this was unsuccessful.

The Open Government, Rules, and Intergovernmental Relations Committee adjourned at 5:45 pm.

Respectfully Submitted by,  
*Shelly Katzenmoyer*,  
Deputy City Clerk



VAUGHN D. SPENCER  
MAYOR

## CITY OF READING, PENNSYLVANIA

OFFICE OF THE MAYOR  
ROOM 2-33  
815 WASHINGTON STREET  
READING, PA 19601  
(610) 655-6234

To: ALL City Employees

From: Mayor Vaughn Spencer

Subject: Communications with Council Members and City Clerk

I have notified Council and the City Clerk that all requests for any information or action from any City employee on any matter directly relating to the employee's job function, with the exception of those directed to the Law Department, must be made through the Mayor in his functional capacity as Managing Director

For those employees classified as managerial or confidential, the protocol established here shall extend to requests for opinions on policy or administrative matters.

This protocol is not new and does not constitute a change in policy. This same process was in place under the previous administration. This directive serves as affirmation and clarification.

Any City employee who receives a request such as outlined above should courteously decline to comply and suggest that the request be directed to the Mayor. The employee shall immediately report the request in writing to the Mayor with copies to his/her immediate supervisor.

Certain exceptions may be necessary when the issue relates to activity protected by state or federal law, including but not limited to PA Acts 111 and 195. These exceptions will be made on a case by case basis.

This policy specifically excludes routine requests for information or answers to questions which would normally be provided to the public.

Violations of this directive will result in disciplinary action, the severity of which will be assessed relative to the consequences and impact of the violation. This could include suspension or discharge.

*(Reference Sections 308 (g), (h) and (i) of the Home Rule Charter)*



FAX: (610) 655-6427 TDD: (610) 655-6442



## CITY OF READING, PENNSYLVANIA

OFFICE OF THE MAYOR  
ROOM 2-33  
815 WASHINGTON STREET  
READING, PA 19601  
(610) 655-6234

**VAUGHN D. SPENCER**  
MAYOR

May 22, 2012

Linda,

Any requests for any City personnel, excluding Law Department, to attend Council Meetings or workshops must be made through my office via email. The request should be made no later than the preceding Wednesday by 5 PM and should be accompanied by a statement of the issue. Urgent matters which arise after the deadline will be decided on a case by case basis.

Thank you for your continuing cooperation in these matters.

Respectfully,

A handwritten signature in dark ink, appearing to read "Vaughn D. Spencer". The signature is written in a cursive style with a large initial "V".

Vaughn D. Spencer,  
Mayor, City of Reading



FAX: (610) 655-6427 TDD: (610) 655-6442





## M E M O R A N D U M

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**TO:** Larry Murin, Special Assist to Mayor  
**FROM:** Shelly Katzenmoyer, Deputy City Clerk  
**DATE:** November 29, 2012  
**SUBJECT:** Communication and Council Agenda Policies

As requested at the July 2, 2012 Open Government, Rules, and Intergovernmental Relations Committee meeting, this memo will serve to start the conversation on the need to modify the current Communication Policy.

Council staff was aware of the Communication Policy as set forth by former Mayor McMahon regarding protocol for requests and the flow of information through the Managing Director's office. The need to direct all information through one office as a "middle man" slowed down the lines of communication when trying to assist citizens. Former Managing Director Carl Geffken applied exceptions to routine requests. The current Administration notified Council and Council Staff that they intended to continue this policy.

On May 22, 2012, an updated Communication Policy Memo was distributed to all City employees reminding them of the policy and directing Council and Council staff to make all inquiries through the Mayor's office in the absence of the Managing Director. This memo excludes routine requests and public information but also threatens suspension and discharge of employees for violation of the Policy. This revised policy does not define what "routine" is.

Further discussion on the issue is needed to alleviate these misunderstandings and to eliminate the fear that employees will be terminated or disciplined for speaking to Council staff for any reason. Council staff shares Administrative employees' concern that their speaking, even socially, to other employees puts those employees at risk of discipline or termination.

Council agenda topics are based on Council and Administrative requests and Act 47 Initiatives. In the past, the Managing Director's Administrative Assistant scheduled staff upon review of the draft agendas.

The memo addressing the scheduling of Administrative staff at Council meetings was also issued on May 22, 2012 stating that Council staff should no longer contact Administrative staff to attend Council meetings and advising that agendas are to be sent to the Mayor's office no later than the Wednesday prior to the meeting so that appropriate staff could be scheduled to attend. However, the Mayor's staff did not follow up with Administrative staff or communicate with Council Staff leaving many issues unaddressed.

Items which were considered routine in the past included:

- Informing Directors about agenda topics by emailing draft agendas directly to them, especially Committee meetings which have specific, recurring topics and relate to specific Departments and offices
- Codes Court Case Log to disseminate to Councilors and to assist Council staff in their search for unpermitted rental housing
- Sharing information on Rental Housing research
- Solicitation Permits issued by the Police Chief
- Submitting information to IT for posting on the City's website
- Requests for Commendation acceptance at Council meetings
- Requests for information including:
  - Street sweeping schedule
  - Grass cutting schedule
  - Background checks for BAC applicants
- Participation and leadership in Greenbelt projects
- Other items were granted permission on a case by case basis by the Managing Director depending on the project

Another item which needs to be addressed is citizen complaints. Many times citizens call the Council office to report neighborhood issues after they call other offices and do not see any progress or receive return phone calls. Currently, all complaints need to be sent to the Managing Director's office to be forwarded to the

Services Center. The SR number is then sent to the Managing Director's office who forwards the information to the Council staff. Follow ups are handled in the same way - requests are sent to the Managing Director's office for forwarding to the Services Center who sends updates to the Managing Director's office to be forwarded to Council staff. Both are overly complicated and inefficient as the public is able to communicate directly with the Call Center. Council and Council staff should have the same ability to contact the CSC without involving the Managing Director.

Prior to Mr. Geffken's Communication Policy, Council staff was able to obtain resolution of 94% of constituent complaints when direct contact with Administrative offices with a copy to the Managing Director was permitted. The communication policies past and present reduced that resolution rate to 67% in 2010 and 70% in 2011. We are currently at 55% for 2012.

Council staff and the Administration should work together for Reading's government and Reading's residents. We ask you to consider eliminating this cumbersome and inefficient policy and allow Council staff to work directly with the Administrative offices with copies sent to the Managing Director.

Cc: City Council  
City Clerk  
Managing Director

## List of neighborhoods in Birmingham, Alabama

From Wikipedia, the free encyclopedia

Jump to: [navigation](#), [search](#)

For purposes of community development and citizen participation, the [City](#) of [Birmingham, Alabama](#)'s nine Council districts are divided into a total of 23 [communities](#), and again into a total of 99 individual [neighborhoods](#) with their own neighborhood associations. Communities do not necessarily follow Council District boundaries. This structure was created in 1974 as part of a formal "Citizen Participation Program" designed to improve communication between [residents](#) and city leaders. Neighborhood associations are routinely consulted on matters related to zoning changes, liquor licenses, economic development, and city services. Neighborhoods are also granted discretionary funds from the city's budget to use for capital improvements and for non-capital projects and events. Each neighborhood's officers meet with their peers to form Community Advisory Committees which are granted broader powers over city departments. The presidents of these committees, in turn, form the Citizen's Advisory Board, which meets regularly with the [mayor](#), [council](#), and department heads. <sup>[citation needed](#)</sup>

- Airport Hills (Airport Highlands, Brownsville Heights, Brummitt Heights, Maple Grove, Penfield Park)
- Brownville (East Brownville, Roosevelt, West Brownville)
- Cahaba (Highway 280, Lake Purdy, Overton)
- Crestline (Crestline, Eastwood)
- Crestwood (Crestwood North, Crestwood South)
- East Birmingham (East Birmingham, Inglenook, Kingston, North Avondale)
- East Lake (Brown Springs, East Lake, Gate City, North East Lake, Wahouma, Zion City)
- East Pinson Valley (Apple Valley, Bridlewood, Echo Highlands, Pine Knoll Vista, Sun Valley)
- [Ensley](#) (Dolomite, West Ensley, Oak Ridge, Sherman Heights, Tuxedo, Wylam)
- Five Points West (Belview Heights, Bush Hills, Central Park, Ensley Highlands, Fairview, Green Acres)
- Grasselli (Grasselli Heights, Hillman, Hillman Park, Industrial Center, Tarpley City, West Goldwire)
- Huffman (Huffman, Killough Springs, Liberty Highlands, Spring Lake)
- [North Birmingham](#) (Acipco-Finley, Collegeville, Fairmont, Harriman Park, Hooper City, North Birmingham)
- Northside (Central City, Druid Hills, Evergreen, Fountain Heights, Norwood)
- Pratt City (Central Pratt, North Pratt, Sandusky, Smithfield Estates, South Pratt, Thomas)
- [Red Mountain](#) (Forest Park-South Avondale, [Highland Park](#), Redmont Park)

- Roebuck/South East Lake (Roebuck, Roebuck Springs-South Roebuck, South East Lake)
- Smithfield (College Hills, East Thomas, Enon Ridge, Graymont, Smithfield)
- [Southside](#) (Five Points South, Glen Iris, Southside)
- Southwest (Garden Highlands, Jones Valley, Mason City, Powderly, Riley-Travellick, Sand Ridge)
- [Titusville](#) (North Titusville, South Titusville, Woodland Park)
- West End (Arlington-West End, Germania Park, Oakwood Place, Rising-West Princeton, West End Manor)
- [Woodlawn](#) (East [Avondale](#), Oak Ridge Park, South Woodlawn, Woodlawn)

[\[edit\]](#) External links

- [Community Development Department at the City of Birmingham](#)
- [Birmingham Participation at CPN.org](#)

Retrieved from

"[http://en.wikipedia.org/w/index.php?title=List\\_of\\_neighborhoods\\_in\\_Birmingham,\\_Alabama&oldid=486017524](http://en.wikipedia.org/w/index.php?title=List_of_neighborhoods_in_Birmingham,_Alabama&oldid=486017524)"

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# The President's Letter

The Citizen Advisory Board

**Dear Neighbors,**

It is with pleasure that I welcome you to the The Citizen Advisory Board meeting. We invite you to become an active participant in the Citizen Advisory Board meeting, where the Community Presidents come together once a month to discuss important issues that affect their community and the City of Birmingham, AL. At our Advisory Board meetings, we have representatives, present from the Police Precinct, Fire Department, Public Works, and Council Office who provide informative reports on things affecting the City of Birmingham, AL, and you may ask questions or provide comment.

The Citizen Advisory Board has prepared some additional neighborhood information especially for you. We hope the information will help you as you get acclimated in your new home, neighborhood and community.

The Citizen Advisory Board Officers are ready and willing to assist you. Again, WELCOME!

Sincerely,

*Ms. Sheila Tyson*  
President

## **Meeting Agenda**

Meeting call to Order  
Invocation  
Reading of last meeting minutes  
Last Month Flyer  
Police Report  
Fire Department Report  
Federal, State and City representatives  
Public Works, Parks and Recreation Report  
Library Report  
President's Report  
Vice-President's Report  
Secretary's Report  
Treasurer Report  
Old Business  
New Business  
Speakers Presentation  
Adjournment

## **Echo Highlands Neighborhood Meeting January 6, 2011**

The meeting was called to order at 7:03 P.M. by President Johnson

Invocation was by Jimmy Davis

Minutes were read and approved after the following correction:  
VP Hollins is to head up the Beautification Committee

### **Police Dept – Officer Blackford**

Asked for the concerns of the Residents

Edward Walker      wanted to know what course of action can be taken with the problem of dogs getting in his garbage and their waste being left On his lawn

Officer Blackford      He can ticket the owner of the dog

Pres Johnson      will check to see what Law address the violation

Charles Hatcher      recommended Mr. Walker call the Environmental Police

Mr. McGrue      Bham has a Lease Law. If the dog goes in your yard, you can sue the owner

Pres Johnson      wanted to know if we had a Shot Spotter in our area on New Year Day

Officer Blackford      mentioned the Officers were busy on New Year day because residents reported shots fired

VP Hollins      asked if Burglary is up or down

Officer Blackford      Burglary is up all over but our neighborhood, on the norm is a quiet area

Pres Johnson      commended the residents for calling and reporting incidents

Lonnie Davis      concerned that for the last few months we have not had the same Officer giving a report at our meetings

Pres Johnson      made residents aware that we have 2 Beat Officers assigned to our area

### **Fire Department      No Representative**



## **Public Works            No Representative**

### **Councilor LaShunda Scales**

Will launch a Newsletter Quarterly and it will include:  
Contact information, Street Cleanings, Brush Pickup,  
Neighborhoods Mthly Meeting times, Events for the Quarter,  
Accomplishments for Dist. 1,  
Will have Calendar Magnets with contact information  
Will be meeting with Neighborhood Officers on Saturday 8<sup>th</sup>  
Stressed she is tired of elected officials going to jail for corruption  
The annual salary of a City Councilor is \$25,000  
Is serving on 4 committees  
East Precinct Police dept supports 4 districts (districts 1-4)  
Sub Station has to be implemented by the Mayor  
She met with Phillip Edison, he will not support a non-functioning Sub  
Station

Pres Johnson            Captain Hatcher and another person committed from Jefferson County  
To the Sub Station  
Will ask Captain Hatcher if it will be a functioning Sub Station

Councilor Scales            Captain Hatcher can not commit to the Sub Station

Pres Johnson                    has spoken to Mayor Bell concerning this issue

Councilor Scales            will have CaRonda, in her office check on this matter because Mayor  
Bell should be working with her.

Pres Johnson                    mentioned we do not have a Pool Ordinance

Councilor Scales            yes we do

Pres Johnson                    the Ordinance does not cover Home pools

Gwendolyn Welch            asked will there be Development @ the old HQ building

Councilor Scales            Eddie Lumpkin owns the property, is not interested in developing  
It

Jeffery Swain                    what is the Junk Yard status on Carson Road

Councilor Scales            this is the 1<sup>st</sup> time I have heard about the problem

Pres Johnson                    has been told the owner has a license to sell cars  
Tom Henderson, CenterPoint Mayor will check on it

Jeffery Swain	Tom Henderson told him he was unable to contact the owner
Dorothy Davis	how will the residents receive the Newsletters
Councilor Scales	by mail
Pres Johnson	stated to the residents in an attempt to have our meetings more Timely and in order, Speakers on the agenda will be allowed 3 Minutes
Mr. McGrue	said the Parliamentary procedures allows 2 minutes
Pres Johnson	to comply with procedures, we will allow 2 minutes Read the "Quality of Life" accomplishments Briefly mentioned the Covenant, 501C3 and the Home Owner Account City Council has approved 3 additional signs; Valley Crest, Marlin Springs and Carson Rd Will contact the Board to ask if the land off Marlin Springs can be Donated The work on Marlin Springs has been done well but there is an Electrical problem. Terry Oglebee said by next week the Problem should be resolved The \$500,000 grant is to be used for the neighborhood but he will Need assistance in writing it Ala Power has offered a \$50,000 Grant for the Neighborhood Beautification
Spencer Horn	asked what is the deadline for the Grant
Pres Johnson	Feb 17 <sup>th</sup> is the deadline for the \$500,000 grant There is no deadline for Ala Power but they would like it in The 1 <sup>st</sup> of the year Still working with Pastor Davis about using the Winewood Church 501C3 We do have 2 people attending classes for the 501C3
VP Hollins	suggested that maybe Spencer Horn can assist with the Grant
Spencer Horn	will let VP Hollins know if he is available to assist
Lonnie Davis	asked who is the Architect

Pres Johnson                      did not have the name available  
Would like to put a walking track on Carson road  
The park off 79 hwy visibility is not good  
Want the entrances to our neighborhood to reflect the same  
Standard and Pride as other neighborhoods with homes in our price  
range  
Is not pleased with the sign by Winewood Bapt church  
With the \$50,000 grant, we can make improvements starting  
At the outer perimeter and work inward  
Replace the old pipes with decorative black poles @ a cost of  
Approx. \$120 per pole

surveyed from 6<sup>th</sup> Street to 8<sup>th</sup> Street and the count is 27 pools.

An Organization out of UAB asked that the survey be of the entire  
neighborhood to get the # of Pools that are not working or covered. This  
information is needed to bring before the Council for a Pool Ordinance  
Suggested 300+ residents attend the City Council meeting  
Emphasized we need to stop saying "please" to our elected officials; we need  
to tell them what we need

Thomas Brooks            expressed that Hoover residents have everything they need but we  
Can not get a cup of coffee in our neighborhood  
When he lived in the West End Community, they were able to get things done  
but in our neighborhood we have higher incomes but the problem is that we  
procrastinate

Pres Johnson                      the Sub Station community project @ Queensbury, Travis Black  
Is the manager. Bright House has committed and Mayor Bell said it was  
A good idea but someone cause the project to fail.  
The contract was for \$1.00  
The fight for a Grocery store and what has happened to this area is partly  
Because of Hope Six, vouchers given, the school system, Insurance went up  
and the companies could not afford the increase.

Thomas Brook    does now want to say the problem is attributed to Hope Six, all people  
Have a right to a better life

Pres Johnson            Walmart in Roebuck was put in its location as a mean for a write off  
..not to make money

Spencer Horn            what other options are available

Pres Johnson            If residents paid \$25.00 monthly, we could own a Grocery Store and put  
the money back in our neighborhood

Lonnie Davis can we invite our City Elected Officials to our next meeting to address our concerns

Pres Johnson will invite Commissioner Bowman, Councilor Scales and Mayor Bell to our February meeting

Sharnon Hogan will the police enforce the Parking on the Lawn Ordinance

Pres Johnson the residents must call and report the violators

Gwendolyn Welch do we have 3 top goals we want to achieve

Pres Johnson responded: 1) reduce crime, 2) have a Grocery Store and 3) Beautification in our neighborhood  
Stressed he will not take our meeting time to recap issues we have discussed, the minutes are being posted on the website for Echo Highland

Sharon Hogan most of her neighbors do not know **the time/location** of our monthly meetings

Pres Johnson we have passed out flyers about the meetings

Will check with the Post Office to see if it is illegal to put a flyer on the mailboxes

Lonnie Davis can we have signs with the date and time of our monthly meetings and have a designated person put them out and take them up

Pres Johnson He and Jimmy Davis put out and take up the signs we have for the Meetings

Corlene Williams asked the following:  
Can we check on a Calling Post  
Do we have a Covenant  
What is our web site address

Pres Johnson responded: he will check on the cost of a Calling Post.....we do have a Covenant...gave the web site address

Jeffery Swan suggested Banners instead of the signs be placed at all entrances of Echo Highland

Lamont Johnson encouraged the residents to focus on the positive of our neighborhood  
Don't concern ourselves with the low attendance  
Lets not dictate what Grocer store we get..we need to do whatever we  
can to get one

Pres Johnson is trying to beautify the neighborhood in order to attract business

Willie Morrow will assist Pres Johnson with the website, gave his contact #

Lonnie Davis what is the status of the donation to the Library

Pres Johnson sent a letter with the minutes to Susan Pelmer @ City Hall

Gwendolyn Welch what was the purpose of the donation to the Library

Secretary Davis to help purchase material because of the budget cuts

VP Hollins presented a Basket to Pres Johnson because he had a death in his  
Family

### **Donations for Echo Highland Homeowner Assoc.**

<b><u>Name</u></b>	<b><u>Amount</u></b>
Spencer Horn	\$25.00
Barbara Brooks	\$25.00
Sharon Hogan	\$25.00
Annie Hamilton	\$25.00
Jeffery Swain	\$25.00
Jimmy Davis	\$25.00
Vice Pres Hollins	\$150.00
<hr/>	
	<b>\$300.00</b>

**Secretary Davis will deposit on Jan. 7<sup>th</sup>, 2011**

Meeting was adjourned @ 9:08 p.m.

E. Citizens Advisory Board (CAB).<sup>81</sup>

§1-551. Creation and Name.

Council hereby establishes and creates a Citizens Advisory Board to be known and referred to herein as the CAB.

§1-552. Purpose and Functions.

1. The purpose of the CAB is to advise the Mayor and Council on City-wide policies and plans as they relate to the community development and overall economic development programs as well as assisting in an advisory capacity with any other community issues or programs which the Mayor and Council deem citizen participation necessary and beneficial.
2. The CAB shall formally replace the Mayor's Policy Advisory Board established by Res. 79-1974 in conjunction with the Reading Model Cities Program.

§1-553. Membership.

1. The CAB shall consist of ~~15~~ *twenty-one (21)* voting members all of whom shall be residents of the City.
2. The Board shall maintain a broad-based representation reflecting the overall population of the City.
3. All Board members shall be appointed to the committee by the Mayor and Council with consideration being given to nominees recommended by the overall Board membership. Final responsibility of dismissing Board members shall lie with Council in accordance with subsection (8) hereof.
4. The term of each member shall be for a period of 3 years excepting those staggered terms hereinafter provided at the inception of the Advisory Board.
5. Each member shall continue to serve until a successor is duly appointed or until some other formal action is taken by Council.
6. Members may be reappointed upon expiration of their terms.
7. A quorum of no less than ~~eight~~ *eleven (11)* members shall be necessary to make any formal recommendations to the Mayor and Council.
8. Any member absent from three consecutive regularly scheduled meetings shall be recommended to Council for formal dismissal.

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<sup>81</sup> Open Meeting Law – see Act of June 3, 1986 (P.L. 388, No. 84), known as the "Sunshine Act," 53 P.S. §271 et seq.

§1-554. Meetings.

All CAB meetings shall adhere to State regulations as defined in the Act of June 3, 1986, P.L. 388, No. 84, known as the "Sunshine Act," 53 P.S. §271 et seq.

§1-555. Organizational Procedures.

1. The CAB shall hold annual elections to select Board officers including a President, Vice President and Secretary.
2. Parliamentary procedures shall be governed by Robert's Rules of Order.
3. The CAB may adopt organizational by-laws consistent with the provisions detailed in this Part.

